Local Food Infrastructure Fund – Small Scale Projects
Applicant Guide

Purpose of this guide

The purpose of this applicant guide is to provide you with the eligibility criteria of the Local Food Infrastructure Fund (LFIF) – Small Scale Projects and the step-by-step guidance and instruction to help you complete your application for Agriculture and Agri-Food Canada (AAFC) funding. It is highly recommended that you read the guide before you complete the application form.

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Step 1. What this program offers

Applications will be accepted from October 1, 2024 to October 31, 2024, at 11:59 pm Pacific Time. However, the application intake period may close sooner if funding has been fully committed or if otherwise announced here.

If you're an Indigenous applicant, you can contact the Indigenous Pathfinder Service for additional support by email at aafc.indigenouspathfinder-explorateurautochtone.aac@agr.gc.ca or telephone: 1-866-367-8506.

The program ends on March 31, 2027.

The Local Food Infrastructure Fund (LFIF) supports projects that strengthen community food security and increase the availability and accessibility of local, nutritious, and culturally appropriate food through food production-focused activities for equity-deserving groups, particularly Indigenous and Black communities.[1]

Program Objectives

The LFIF aims to support locally-driven projects that will help improve community food security through the purchase and installation of infrastructure/equipment that will increase access to local, nutritious and culturally appropriate food.

Priority will be given to projects that predominantly serve equity-deserving groups, particularly those that are led by or focus on Indigenous and Black communities.

The program has 2 components.

1. **Small Scale Projects**
   - provides grant funding between $25,000 and $100,000
   - supports projects that aim to address local food security priorities through the purchase and installation of one or a few pieces of infrastructure/equipment
     - projects must include a production element.[2]
   - application intake period: **October 1, 2024 to October 31, 2024**
   - total funding $23.5 million over 3 years starting in 2024-25

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[1]The Government of Canada's Interdepartmental Terminology Committee on Equity, Diversity and Inclusion, established to co-develop a guide on the key terms and concepts related to equity, diversity, accessibility and inclusion, express that equity-deserving groups refer to underrepresented or marginalized groups in society who, because of systemic discrimination, face barriers that prevent them from having the same access to the resources and opportunities that are available to other members of society, and that are necessary for them to attain just outcomes.

[2] Refer to Step 5. Complete the application and apply for details on **Food production related eligible costs**.

2. **[Large Scale Projects](#)**

   - provides non-repayable contribution funding between $150,000 and $500,000
   - supports projects with multiple infrastructure/equipment needs and partnerships to address community food security in a more comprehensive manner
   - projects must include a production element[2] **and partnerships (minimum 2)** to enhance community food security
   - application intake period: **January 13, 2025 to February 28, 2025.**
   - total funding $19.2 million over 2 years starting in 2025-26

Funding

The maximum Agriculture and Agri-Food Canada (AAFC) grant toward a project will normally not exceed $100,000. Applications under $25,000, after ineligible costs have been removed, will not be considered for funding.

Applicants who don't receive funding through the 2024-2025 intake may reapply to the 2025-2026 intake period.

Cost-sharing

AAFC may provide up to 100% in funding toward eligible project costs.

Step 2. Eligibility

Check if you meet the criteria to apply.

Eligibility checklist

You must meet **all** of the following criteria to be eligible.

[ ]	You are one of the following organization types:
	Indigenous (First Nations, Métis, Inuit)[3]: - First Nations, Inuit or Métis community and/or governments[4] - First Nations, Inuit or Métis not-for-profit associations - First Nations, Inuit or Métis not-for-profit organizations **Not-for-profit:** Organizations that have a mandate or mission to provide community food services. They may include: - associations - corporations - local community, charitable, or voluntary organizations **Municipal Administrations**
[ ]	Your organization fosters equity, diversity and inclusion by removing barriers so that each person (including those who identify as Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex and others, as well as Black and Indigenous communities) has equal access to opportunities and resources and can achieve their full potential.[5]
[ ]	By the application submission date, you've been in operation for at least 2 years as a legal entity (federally, provincially, or territorially incorporated) capable of entering into legally binding agreements.

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[3] Agriculture and Agri-Food Canada is committed to engaging and fostering meaningful relationships with Indigenous Peoples (First Nations, Métis and Inuit). Recognizing that Indigenous Peoples have unique and diverse realities, perspectives and needs associated to agriculture and agri-food, the program was designed to be inclusive of Indigenous groups.

If you are unsure whether the program is the right fit for your Indigenous group, the Indigenous Pathfinder Service can help you navigate information, tools, and programming available to start or expand activities in the agriculture and agri-food sector.

For more information, you can contact the Indigenous Pathfinder Service directly by email at aafc.indigenouspathfinder-explorateurautochtone.aac@agr.gc.ca or telephone: 1-866-367-8506.

[4] Indigenous government is an Indigenous group with a signed self-government agreement or modern treaty, such as a Tribal Council.

[5] For definitions on Equity, Diversity and Inclusion, please visit the Government of Canada's Guide on Equity, Diversity and Inclusion Terminology.

Those not eligible for funding may include, but is not limited to:

- Schools, school boards, as well as academic and educational institutions
- For-profit entities
- Unincorporated entities

Eligible activities

Activities directly related to food production for equity-deserving groups must be the prominent feature of your proposed project. For example, building a community garden with an irrigation system, installing a greenhouse with solar panels, or establishing a food forest.

Eligible activities are restricted to the purchase and installation of:
- Equipment to produce food (such as equipment to grow and/or harvest food)
- Equipment to process, distribute, store, and/or transport food, **only** when the project includes a food production element

Community food security exists when all people in a community have reliable access to an adequate supply of nutritious and culturally appropriate food. Food production is central to food security for its pivotal role in fostering resilient, secure communities. By investing in local food production, communities are empowered to take charge of their food systems, ensuring reliable access to nutritious sustenance. For information and resources to promote nutritious food and healthy eating, please refer to [Canada's Food Guide](#).

Ineligible activities

Ineligible activities include, but are not limited to those:

- that are not addressing food security for equity-deserving groups
- which have no connection to food production
- that include major renovations and/or construction
- that include the purchase of food, consumables, single-use items, and gift cards
- that result in commercial gain or profits (any revenues or proceeds must be reinvested into your organization's food-related programming)

Eligible costs

Eligible costs are project expenses that fall within the set program cost categories and respect all program limitations.

To be considered eligible, all costs must be:
- included in the project application form budget
- related to the activities included in the application

For more detailed information, refer to the [Eligible cost items](#) section in Step 5.Complete the application and apply.

> **Note:** Costs you incur before AAFC approval of the project may not be reimbursed by AAFC, and you may be solely responsible for those expenditures.

Expected results

Your application must show how your project's activities support the following specific outcomes:
- Organizational capacity to deliver community food security projects is increased
- Food Environments within communities are improved
- Community food security is strengthened

The Community Food Security Continuum

This figure of the Continuum shows how 3 types of initiatives work toward community food security. These 3 categories (Short-Term Relief, Capacity Building and System Redesign) have the following short, medium, and long-term impacts, respectively.

1. Short-Term Relief: provides emergency food aid to the most food insecure.

    a. Food banks, soup kitchens, and other emergency assistance programs.

2. Capacity Building: supports growth of individual and community capacity.

    a. Community kitchens, gardens, and other initiatives that strengthen community and individual capacity to address barriers to food security (access or availability).

3. System Redesign: addresses structural, systemic issues underlying food security.

    a. Strategies that address the underlying food system, social, and economic barriers to achieving food security, which will have a greater impact over the long term.

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Step 3. Before you apply

Applications will be accepted from October 1, 2024, to October 31, 2024, at 11:59 pm (Pacific Time). However, the application intake period may close sooner if funding has been fully committed or if otherwise announced here.

If you're an Indigenous applicant, you can contact the Indigenous Pathfinder Service for additional support by email at aafc.indigenouspathfinder-explorateurautochtone.aac@agr.gc.ca or telephone: 1-866-367-8506.

The program ends on March 31, 2027.

Sources of funding

You must clearly show all sources of funding for the project, including your contributions as well as those from other sources:

- other federal government departments[6]

- provincial/territorial governments[6]

- municipal administrations[6]

- industry and/or partners such as:
  - industry associations and networks
  - businesses
  - academia
  - Indigenous groups

Important notes: Funding
Applicants may only apply to either the Small Scale Projects or the Large Scale Projects 2024-2025 intake periods. Applicants who don't receive LFIF funding for the 2024 intake may reapply in 2025.

Agriculture and Agri-Food Canada will only fund **one** project (Small Scale Projects or Large Scale Projects) per eligible applicant over the 3-year period (2024-2027). **Exceptions may be applied for Indigenous applicants.**

If an organization has multiple branches/locations/chapters/departments, only one application can be submitted per legal name.

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[6] Total government funding (inclusive of other federal government departments, agencies, and crown corporations; provincial/territorial governments, agencies, and crown corporations; and municipal administrations) cannot exceed 100% of total project funding.

> Funding under Small Scale Projects is intended for projects requesting one or a few pieces of infrastructure/equipment for a community food security initiative.
>
> If your organization has multiple infrastructure/equipment needs, please refer to Large Scale Projects.
>
> > **If you're an Indigenous applicant** and would like more information about LFIF funding, please contact the Indigenous Pathfinder Service by email at aafc.indigenouspathfinder-explorateurautochtone.aac@agr.gc.ca or telephone: 1-866-367-8506.

How we assess your application

In support of the Program's objectives all applications will undergo a competitive review process and will be evaluated based on their merit and the extent to which they meet the following criteria:

Relevance of the project for the organization

Requested infrastructure/equipment is targeted and related to the expected increase of the organization's capacity to produce food, and/or to complement the food production via processing, storing, and/or distribution of food.

Ability to manage projects and achieve results

Applicant demonstrates a reasonable project timeline and a clear risk mitigation strategy.

Impact on the community

Applicant demonstrates how the proposed infrastructure/equipment will address local food security-related issues and increase access to local, nutritious and culturally appropriate food for equity-deserving groups.

Expected results

The project results in an increased level of service, demonstrated in the Table of Metrics and application responses. Any additional benefits of the project are also explained in the application.

Financial information

Budget information is clear, reasonable, well-described, and amounts align to provided quotes.

Applications will also be assessed on their overall quality and clarity, including the completeness of responses.

Funding decisions are made to ensure a diversity of projects. This means, in addition to the quality of submissions, we may base funding decisions on:
- priority population(s)
- geographic distribution
    - province or territory
    - rural and remote communities

Please note that even if a project meets all eligibility criteria, the submission of an application creates no obligation on the part of the Minister or of Agriculture and Agri-Food Canada officials to provide funding for the proposed project. The Minister retains discretion to determine, based on other public policy and public interest considerations, whether an application that meets the criteria identified in the guide will ultimately receive funding.

Important notes: assessment

Only one application per eligible applicant will be accepted. Any subsequent application(s) will **not** be considered or assessed. **Exceptions may be applied for Indigenous applicants.**

Applications received from organizations who signed a funding agreement with the LFIF since September 2021 will **not** be considered or assessed.

Applications submitted by a third party (such as consultants applying on behalf of an eligible applicant) will **not** be considered or assessed.

If you're an Indigenous applicant and would like more information about the LFIF application and assessment process, please contact the Indigenous Pathfinder Service by email at aafc.indigenouspathfinder-explorateurautochtone.aac@agr.gc.ca or telephone: 1-866-367-8506.

Considerations

M-30 Act (Quebec organizations only)

The Province of Quebec's M-30 legislation applies to Quebec-based applicants only. It is the *Act Respecting the Ministère du Conseil exécutif* (R.S.Q., c. M-30).

It is the responsibility of all Quebec-based organizations to demonstrate their compliance with the Act by obtaining the required confirmation (whether your organization is subject to the M-30 Act) and authorization (approval of the funding agreement if subject to M-30) from the Government of Quebec, and sharing a copy of that authorization with AAFC before they enter into a funding agreement.

More information on the Act is available online or by contacting the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation (MAPAQ) at dpci@mapaq.gouv.qc.ca.

Infrastructure/Equipment retention

If your project is approved for funding, the grant agreement will contain a clause confirming that ownership of eligible equipment must be maintained for a minimum of 2 years after the Project Completion Date.

Step 4. How to apply

Complete and submit the application form

1. [Access your program information](#)
2. Choose a secure sign-in method
3. Sign in (or Sign up)
4. Start a new application: select **Local Food Infrastructure Fund – Small Scale Projects[7]**
5. Before you enter the Project title, download and save the following forms to your computer:
   - Detailed Project Budget
   - Table of Metrics
6. After you download the forms, enter the **Project title**, and click the "Save and continue" button
7. Follow [Step 5. Complete the application and apply](#) to complete the application form and the downloaded forms
8. Attach the following documents as required and applicable[8]:
   - **Required:** Certificate of Incorporation or Articles of Incorporation or Letters Patent

     (**Exception:** Not required for First Nations Communities/Governments, Tribal Councils, or Municipal Administrations. Additional options for other Indigenous Communities/Governments applicants:

     a) Director's Resolution

     b) Self-Government Agreement or Modern Treaty Agreement, or

     c) legal document stating that your organization is a legal entity)
   - **Required:** Detailed Project Budget
   - **Required:** Table of Metrics
   - **Required:** Quotes for cost items of more than $5,000
   - **If applicable:** Band Council Resolution (required only for First Nations Communities/Governments)

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[7] A copy of the Application Form is available in .pdf format for information purposes only. All applications must be submitted directly through the online application portal.

[8] All documents that are downloaded and completed as part of the application package must be uploaded in the original file format (for example, the Detail Project Budget must remain in the .xlsx format). Documents submitted in any other format will not be accepted and your application will not be considered or assessed.

- **If applicable:** Letter(s) of financial support (required only if requested funding is less than total project costs)
- **If applicable:** Letter of Permission/Landlord (required only if applicants don't own the property)

9. Complete the application details
10. Submit your complete application

For details about the application form, refer to [Step 5. Complete the application and apply](#).

If you need help to complete and submit the application form, please contact the [AAFC Contact Centre](#).

Multiple submissions will not be considered

If more than one application is submitted during the 2024-25 intakes, only the first application submitted will be considered. Any subsequent applications will **not** be considered or assessed. **Exceptions may be applied for Indigenous applicants.**

> **If you're an Indigenous applicant** and would like more information about LFIF application and assessment process, please contact the Indigenous Pathfinder Service by email at aafc.indigenouspathfinder-explorateurautochtone.aac@agr.gc.ca or telephone: 1-866-367-8506.

Step 5. Complete the application and apply

Agriculture and Agri-Food Canada (AAFC) uses the information you give in the application form to determine whether your project is eligible.

The application form has 10 sections to be completed. The Detailed Project Budget must also be completed.

1. Project information
2. Organization or business
3. Project team
4. Activities
   Detailed Project Budget Instructions
   - Step One: Food Production Worksheet
     - Part One: Budget details
     - Part Two: Funding sources
   - Step Two: Other Key Activity Worksheets
   - Step Three: Funding Sources Summary Worksheet
   - Step Four: Budget Summary Worksheet
5. Funding sources
6. Budget summary
7. Documents
8. Contacts
9. Declarations
10. Review and submit

How to complete the application form

1. Project information

AAFC will use the information in this section, along with the details of your project's activities and budget, to determine the eligibility of your project.

Project title (maximum 100 characters)

Provide a short, descriptive project title that accurately reflects the key activities of your project.

Sample text: ABC Community Greenhouse project

Project objective

Which food security-related issue(s) or gap(s) in the community will your project address? (maximum 2,500 characters)

Project description

Provide a concise non-technical summary of your project including:

- the infrastructure/equipment for which you are requesting funding
- a high-level detail of the proposed activities and how they will address the issues mentioned in your project objective.

Sample text: With project funding, we will purchase a greenhouse with solar panels, lighting, and an irrigation system in order to grow food for those who are in need within the community. As a result, we will be able to extend the growing season of our community garden by three months, and increase food production by 25%. This will enable us to increase our client-base by 15% from our current wait-list, and increase the overall portion size given to each client.

> **Note:** If the project is approved for funding, this summary will be used publicly on Government of Canada websites.

Important Considerations

Has your organization signed a funding agreement with LFIF since September 2021?

> **Notes:**
>
> - Your application will not be considered if your organization signed a Local Food Infrastructure Fund funding agreement since September 2021.
>
> - To help organizations find various sources of funding across multiple federal departments, we encourage you to review the Business Benefits Finder and AgPal Program and Service Finder, which have been developed by the Government of Canada.

Are you a consultant submitting this application on behalf of an eligible applicant?

> **Notes:**
>
> - Your application must be submitted directly from the eligible organization requesting funding.
>
> - If your application is submitted by a third party (such as, consultants) on your behalf, your application will not be considered.
>
> - If you're an Indigenous applicant, you can contact the Indigenous Pathfinder Service for additional support by email at aafc.indigenouspathfinderexplorateurautochtone.aac@agr.gc.ca or telephone: 1-866-367-8506.

Does your organization foster equity, diversity and inclusion by removing barriers so that each person (including those who identify as Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex and others, as well as Black and Indigenous communities) has equal access to opportunities and resources and can achieve their full potential?

Note: Applicants must foster equity, diversity and inclusion to be considered.

Detailed Project Information

How will this project address the issue(s) mentioned in your project objective and benefit the group(s) impacted most? (maximum 2,500 characters)

Where will your project take place (if applicable, list all locations)? If more than one location, please identify the key infrastructure/equipment to be purchased for each location. (maximum 2,500 characters)

Select all theme(s) that apply to your project. All projects **must** include Food Production activities, however, it is not mandatory to have activities in all 4 themes.

Food production: activities related to the growing and harvesting of food, for example, the installation or expansion of a community garden and greenhouse, solar panels, irrigation systems.

Transformation, processing, preparation of food: activities that turn raw produce into other forms of food, for example, infrastructure and equipment needed to establish a community kitchen or food skills program where you take food you've grown to make soups, pickles, etc.

Refrigeration and storage of food: activities related to food storage and the running of a food storage facility/warehouse, for example, the installation of a walk-in freezer including a handcart and shelving as part of a community freezer program.

Transportation and distribution/consumption of food: activities related to moving, delivering and serving food, for example, a refrigerated truck to transport the food you've produced or meals you've prepared, or, the purchasing of tables and chairs to serve meals on a regular basis.

Note: LFIF aims to support projects that comprehensively strengthen and improve community food security. Food production is central to food security for its pivotal role in strengthening food systems and improving reliable access to nutritious food.

Describe the food production activities in your project:

- How will the food production related infrastructure/equipment enhance food production and improve availability and access to local, nutritious, and culturally appropriate food in your community? (maximum 2,500 characters)

If you have selected any of the other project themes above (such as, infrastructure/equipment for the processing, preparation, refrigeration, storage, transportation, distribution, and/or consumption of food) how will this infrastructure/equipment complement your food production activities? (maximum 2,500 characters)

If you have not selected any of the other themes, please type 'N/A' in the response field.

Provide realistic and reasonable estimated timelines for implementing your project key tasks/activities. (maximum 2,500 characters)

- Describe how your organization will implement and complete the project key tasks/activities by the project completion date of March 31, 2026.

Sample text:

1. Contact vendor to order the greenhouse, solar panels, lighting, irrigation systems, shelving (shipments are expected to arrive in 8 weeks)

2. Land clearing and contact contractor to build a foundation pad for the greenhouse (3 weeks)

3. Order growing materials such as soil, seeds, seedlings, fertilizers, pots (2 weeks)

4. Installation of greenhouse and all the related systems (4 to 5 weeks)

5. Production cycle (8 to 10 weeks depending on the types of produce)

6. Harvest period (4 to 8 weeks depending on the types of produce)

> **Note:** A mitigation strategy is a plan or set of actions designed to reduce or prevent the negative impacts or risks associated with a particular situation, event, or problem.

Explain how you would mitigate any delays/risks that may affect your project.

For example, do you have a backup plan if the infrastructure/equipment you wish to purchase is/are not available, prices increase, or if your organizational capacity diminishes?

Sample text: If the model of greenhouse is out of stock, we will consider other models and also contact other vendors, in order to have the products shipped in time. We also have checked the availability of several contractors as a backup for the installation of the greenhouse and related systems.

Use the [Table of Metrics](#) to provide the mandatory and applicable data and explain how the data are collected/estimated. Other than the information provided in the Table of Metrics, will your project increase volunteer capacity, fundraising opportunities, or help provide expanded services to new equity-deserving groups?

Your completed Table of Metrics must be attached to your application in the "Documents" section.

Organizational Description

By the application submission date, has your organization been in operation for at least two years as a legal entity capable of entering into legally binding agreements?
Yes
No

Which of the following equity-deserving groups will directly benefit from this project's activities?

Select all the applicable groups in the application form.

Does your organization self-identify as being Black-led or Black-focused?

Indicate whether your organization is Black-led or Black-focused using the following definitions:

- Black-led: an organization whose leadership positions are minimum two-thirds occupied by people who self-identify as Black, and/or where the governance structure is two-thirds composed of people who self-identify as Black.

- Black-focused: an organization whose mandate supports members of the Black community.

Organizational capacity

Describe how your organization has the capacity to deliver this project. Refer to past AAFC funded projects or other projects of similar scale that your organization has delivered. For example: describe whether your organization has adequate staffing resources, management capacity, describe the results of the previous projects, level of complexity or expertise used for past projects including experience managing a budget or submitting claims, etc. (max. 20,000 characters).

Primary project location

Enter the address where the project will take place. If there are multiple project locations, for the primary location, enter the address for the project location where activities associated to the largest portion of the budget will take place.

Environmental considerations

In accordance with the *Impact Assessment Act* (IAA), we must determine if projects that take place on federal land are likely to cause significant environmental damage.

To determine if IAA applies to your project, answer the following questions:

A. Is the proposal a "project" as defined by the IAA?

Examples of projects include:

- construction of a greenhouse
- installation of a permanent irrigation system
- any other activity related to a permanent human-made work

Activities that are **not** considered projects include:

- installation of temporary or portable systems
- any other activity not related to a physical work

B. Where does the project take place?

AAFC has certain obligations under the IAA, if providing financial assistance to projects on federal land. Under the IAA, "federal lands" means:

a. lands that belong to His Majesty in right of Canada, or that His Majesty in right of Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut;

b. the following lands and area:

    i. the internal waters of Canada, in any area of the sea not within a province,

    ii. the territorial sea of Canada, in any area of the sea not within a province,

    iii. the exclusive economic zone of Canada, and

    iv. the continental shelf of Canada; and

c. reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the *Indian Act*, and all waters on and airspace above those reserves or lands.

If you answer "Yes" or "Unsure" to Question A and "Federal lands or lands outside Canada" or "Reserves, surrendered land or other land set apart for the use and benefit of a band and that are subject to the Indian Act" to Question B, further assessment may be required by AAFC. AAFC will contact you as necessary.

Project data collection

The responses to the following questions will be used for program reporting purposes only, and will not impact the success of the application.

North American Industry Classification System

The *North American Industry Classification System* (NAICS) is an industry classification system developed by the statistical agencies of Canada, Mexico and the United States.

For more information, visit North American Industry Classification System (Statistics Canada).

AAFC has identified the following NAICS category options for this program. Select the NAICS identifier that best applies to the project or to the industry the project represents:

- Other

Then, select the NAICS identifier that best applies to the overall intent of your project or to the activity with the highest dollar value.

Groups who will directly benefit from the project's activities

Indigenous peoples

The collective name for the original peoples of Canada and their descendants consists of distinct, rights-bearing communities comprising First Nations peoples, Inuit, and Métis.

First Nations — A people composed of many different nations having their own origin, history and culture, and whose members have called North America home for thousands of years. First Nations include status and non-status Indians.[9]

Inuit — A people that inhabit or that traditionally inhabited the northern regions and Arctic coasts of Canada known as Inuit Nunangat, and whose members are united by a common origin, history and culture.[9]

Métis — A people whose members are of mixed First Nations and European ancestry, are united by a common origin, history and culture, and are generally accepted by the Métis Nation.[9]

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[9] Guide on Equity, Diversity and Inclusion Terminology – Glossaries and vocabularies – TERMIUM Plus® - Resources of the Language Portal of Canada – Canada.ca (noslangues-ourlanguages.gc.ca)

Indigenous organizations may include:

- Aggregated Indigenous entities (as self-defined by Indigenous groups, could be linked by cultural or linguistic background, geographical area or historical treaty lines)
- Associations
- National and regional Indigenous organizations
- Indigenous non-governmental and voluntary associations and organizations, including non-profit organizations and corporations
- Self-governing Indigenous governments

2SLGBTQI+
Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex, and other people who identify as part of sexual and gender diverse communities who use additional terminologies.[10]

Members of visible minorities

The *Employment Equity Act* defines "members of visible minorities" as persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour.

Youth
Individuals aged 35 and under.

Women
One of many gender identities. Includes all people who identify as women.

Persons with disabilities

The *Employment Equity Act* defines "persons with disabilities" as persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who:

a. consider themselves to be disadvantaged in employment by reason of that impairment, or
b. believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment, and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Not applicable
Use this selection if the question is not relevant to your organization.

Decline to identify
Use this selection if you do not want to disclose this information at the time of your application.

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[10] Canada's first Federal 2SLGBTQI+ Action Plan… Building our future, with pride – Women and Gender Equality Canada

Previously received funding

Has your organization received any funding from Agriculture and Agri-Food Canada within the last 6 years?

If yes, and if known, list:

- the program(s) your organization received funding from
- the name of the projects
- the amount received

Official languages

AAFC is committed to enhancing the vitality of official language minority communities (OLMCs), supporting and assisting their development, and promoting the full recognition and use of both English and French in Canadian society.

OLMCs consist of Francophones outside Quebec and Anglophones in Quebec. These communities are often represented by provincial and regional organizations.

> **Note:** AAFC will validate and may discuss your responses to the following questions with you to determine if linguistic commitments should be included in agreements.

Audience

Do the project activities have the potential to reach an audience of both English and French speakers?

Community who will benefit

If approved, will the project activities specifically target an official language minority community (French speakers outside Quebec or English speakers in Quebec)?

If the approved project involves activities that may have an impact on OLMCs or promote the use of English and French, AAFC will include appropriate commitments in agreements with your organization and additional expenses incurred as a result of these commitments will be considered eligible for contribution funding.

Activities can include, but are not limited to:

Communications

- Project web pages and/or project social media account(s) produced and maintained in both official languages

- Project materials offered in both official languages (brochures, kits, handouts, newsletters, reports, etc.)

- Directional and educational signs produced in both official languages

- Project-related advertisement in OLMC media (newspapers, radio, social media)
- Bilingual coordinator or other contractor hired to help deliver project-related activities in both official languages (for example, master of ceremony for a project event, workshop facilitator or simultaneous translator)
- Distribution of invitations in both official languages
- Knowledge transfer activities

Outreach

- One or more OLMCs are included in the project target groups (for example, as in-kind or cash partners in project budget or to be invited to project events)
- Other groups representing OLMCs are consulted to see if there is any potential for involvement on their end
- Travel to or from OLMCs (costs associated with these project activities included in project budget)

If your project is funded, your organization may be required to publicly acknowledge AAFC's support for the project, in both official languages, and in a form determined by Canada.

2. Organization or business

AAFC uses the information you provide in this section to confirm your organization's identity and to verify your organization's eligibility for funding.

Refer to the Eligibility checklist to determine if your organization is eligible under this program.

Legal name

Your organization's legal name, as it appears in legal documents such as articles of incorporation, certificate of incorporation, etc.

Operating as (if used)

Enter the name under which your organization operates, if that name is different from its legal name. If you do not use an 'operating as' name, provide your organization's legal name.

Acronym (if used)

Enter the acronym your organization uses, if different from legal and operating name.

CRA business number

Enter the first 9 digits of your 15-digit Canada Revenue Agency (CRA) [Business number](#).
Example: **123456789** RR 0001
If you don't have a CRA Business Number, select the checkbox "The organization or business does not have a Business Number" and provide an explanation.

> **Note:** If your project is approved for funding, you must have a CRA Business Number to receive the funding.

Organization type

Select one of the following:
- Indigenous (First Nations, Inuit, Métis)
- Municipal Administrations
- Not-for-profit

Refer to the [Eligibility checklist](#) to determine if your organization is eligible under this program.

Organization type – Additional information

Your answer to this question must be one (1) of the following:
- Indigenous (First Nations, Inuit, Métis)
    - First Nations, Inuit or Métis association
    - First Nations, Inuit or Métis community/government[11]
    - Indigenous organization (not-for-profit)

- Not-for-profit
    - Corporation (not-for-profit)
    - Local community, charitable, voluntary organization

Refer to the [Eligibility checklist](#) to determine if your organization is eligible under this program.

Organization website

Headquarters address

Enter the complete address, main email address and main phone number of your organization's headquarters or regional headquarters.

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[11] Indigenous government is an Indigenous group with a signed self-government agreement or modern treaty, such as a Tribal Council.

Mailing address

Enter the mailing address if different from the Headquarters' address or click on "Copy Headquarters address".

Organizational capacity

AAFC will use the information you provide in this section to understand more about your organization and to assess your ability to carry out this project.

How many employees work for your organization? (required)

Include the total number of all full-time and part-time employees on your organization's payroll. Don't include contractors.

Describe your organization (for example, when it was established, the mandate/mission, and who it serves). (required)

Include your organization's mandate/mission, priorities, and who it serves. Provide a brief history of your organization including when it was established and any significant changes in the past 2 years (for example, a significant increase/decrease of staff, changes to executive leadership/Board of Directors, a change in mandate).

Responses to the remaining organizational capacity questions will be used for reporting and program planning purposes and will not impact the success of the application.

Does the mandate/mission of your organization target any of the following groups? (Select all that apply) (required)

Indigenous peoples

Persons with disabilities

Members of visible minorities

Women

Youth

2SLGBTQI+

Not applicable

Decline to identify

Is your organization majority owned (more than 50%) by one or more of the following groups? (Select all that apply) (required)

See the information above for groups included in the previous question, as well as the following group:

Gender parity

A minimum of 50% women and/or non-binary individuals.

Non-binary

A person whose gender identity does not align with a binary understanding of gender such as man or woman. It is a gender identity which may include man and woman, androgynous, fluid, multiple, no gender, or a different gender outside of the "woman—man" spectrum.

Does your organization's Board of Directors have a diverse composition with significant representation (30% or more) from one or more of the following groups? (Select all that apply) (required)

See the links above for groups included in the previous 2 questions.

Does your organization have a Diversity, Equity and Inclusion (DEI) Plan or a Human Resources Plan that supports diversity, equity and inclusion? (required)

Diversity, Equity and Inclusion Plan

An employment equity plan addresses under-representation of marginalized groups such as Indigenous peoples, persons with disabilities, visible minorities, women, youth, 2SLGBTQI+ people, and official language minority people and employment barriers they may face. A Diversity, Equity and Inclusion Plan goes beyond an employment equity plan to address under-representation and employment barriers for equity and equity seeking groups to advance diversity, equity and inclusion commitments in the workplace.

Human resources plan that supports DEI

A plan that links human resources management to the organizations' overall strategic and operational plans and includes objectives to advance diversity, equity and inclusion in the workplace.

Does your organization participate in the 50 – 30 Challenge: Your Diversity Advantage? (required)

The 50 – 30 Challenge is an initiative co-created by the Government of Canada, civil society and the private sector that aims to attain gender parity and significant representation (at least 30%) of other underrepresented groups on boards and senior management positions in order to build a more diverse, inclusive, and vibrant economic future for Canadians.

The Challenge will allow a variety of organizations to participate across 3 program streams including small and medium-sized enterprises and non-profit organizations, and those without Boards of Directors or senior management teams. The Challenge includes organizations that meet the Challenge and organizations that are working toward the Challenge.

For more information, please visit: The 50 – 30 Challenge: Your Diversity Advantage (canada.ca)

3. Project Team

Review the contact information for project team members and edit if necessary. There is a maximum of five (5) project team members per project. Any project team member can create and edit project application forms, submit direct deposit information and submit payment requests and performance reports to AAFC.

4. Activities

Complete the Detailed Project Budget before you complete this section of the application form.

Your budget is limited to the following 4 different key activities, and **food production is mandatory.**

Food production: activities related to the growing and harvesting of food, for example, the installation or expansion of a community garden and greenhouse, solar panels, irrigation systems.

Transformation, processing, preparation of food: activities that turn raw produce into other forms of food, for example, infrastructure and equipment needed to establish a community kitchen or food skills program where you take food you've grown to make soups, pickles, etc.

Refrigeration and storage of food: activities related to food storage and the running of a food storage facility/warehouse, for example, the installation of a walk-in freezer including a handcart and shelving as part of a community freezer program.

<u>Transportation and distribution/consumption of food</u>: activities related to moving, delivering and serving food, for example, a refrigerated truck to transport the food you've produced or meals you've prepared, or, the purchasing of tables and chairs to serve meals on a regular basis.

Detailed Project Budget Instructions

The Detailed Project Budget has 6 tabs (worksheets). The first 4 tabs correspond to the key activities listed above. We recommend you refer to the [Eligible costs](#) section to confirm your eligible and ineligible items before you complete the Detailed Project Budget.

<u>Step One: Food Production Worksheet (tab 1)</u>

Start with Food production and complete the worksheet as follows:

Part One: Budget details

Applicant's name

Your organization's legal name, as it appears in legal documents such as articles of incorporation, certificate of incorporation, etc.

Project title

This is the same title you used in your application.

Activity title

Provide a precise name for the activity (such as, equipment to be purchased), which clearly reflects its intended purpose.

Example: Greenhouse, community garden and related infrastructure

Cost item

Enter the name of the item you will purchase. If a cost item has several related sub-items (for example, installation and shipping), list the main item as the cost item. **Do not** break up a quote over multiple cost items.

Please see the [Quotes section](#) for more information.

Example: Greenhouse

Cost item description
The description should include a brief summary of the equipment and any other related costs in the quote.

Example: 20-foot by 20-foot Model A greenhouse, includes shipping costs

Fiscal year 2024-2025
Enter the total cost of the item(s) **before** taxes.

Tip: When you complete the Cost items, group all like items, for example:
Cost Item: Gardening tools
Cost Item Description: 3 shovels, 2 wheel barrels, a cultivator, and a rake.
AAFC Fiscal Year: Enter the total cost of the item(s) **before** taxes.

For each cost item (row) over $5,000, you must provide a quote.

Part Two: Funding sources
After you enter all of your costs, you must complete columns K through N of the worksheet.

In this section you must provide the AAFC and non-AAFC funding amounts for the activity by fiscal year. This section collects information on where your project funding is coming from. The amounts you input here will be summarized on the Funding Sources tab of this document.

AAFC funding

The amount of the total project costs that you're requesting from AAFC. In most cases this should be the full amount activity total.

Non-AAFC funding

You only need to complete this amount if the total project costs are greater than the AAFC funding limit of $100,000. If this is the case, you'll enter the remaining costs coming from you, industry or partner, and/or other government.

Non-AAFC breakdown by funding source

If applicable, in this section, you must show where the non-AAFC funding is coming from for the activity.

For example, if you enter a total of $1,000 coming from non-AAFC sources in Activity cost by fiscal year, then you must list how much of that amount is funded by you, industry or partner, and/or other government.

After you enter all of your cost-share information, make sure that the activity total in cell K42 matches the validation in cell M42.

Step Two: Other Key Activity Worksheets (tabs 2,3 and 4)

If you have other key activities, repeat Step One for the other activity worksheets (tabs 2, 3 and 4).

Step Three: Funding Sources Summary Worksheet (tab 5)

If applicable, this is where you will show how you plan to fund your share of the project.

Before you complete this worksheet make sure that you've completed all of the applicable Activity Worksheets for your project.

AAFC requested funding must be between $25,000 and $100,000. If your requested AAFC funding is less than $25,000, or greater than $100,000, cell F4 will be red.

The LFIF Small Scale Projects allow up to 100% cost-share up to $100,000.

If your project is over $100,000, or you're otherwise putting funding toward this project, you must provide details on the funding sources.

For each type of non-AAFC funding (Applicant, Industry or Partner, and Other Government) enter the information as follows:

Applicant funding

Cells B17, C17 and D17 will automatically populate using the information your organization as entered in the Activity worksheets.

In the description field, provide any limitations on the funding. If there are no limitations to the funding, you can leave this field blank. An example of a limitation might be one of your funding partners requiring that their funding be put toward a specific piece of equipment.

> **Note:** The "To be assigned" total (cell C14) will decrease as you add items to each cost category table. This value should be zero, and the cell will turn green, when all cost items have been added.

Industry or partner funding details

Cell D23 will automatically calculate the funding being provided by Industry or partners, as entered it in the Activity worksheets. You must assign that cash starting in row 26. If you don't have any Industry or partner funding, leave this section blank.

- Enter the name of the funding donor.
- Enter the amount of the confirmed funding
- In the description field, provide any limitations on the funding (such as, the donor has specified that it be applied to a specific cost item). If there are no limitations to the funding, you can leave these fields blank.

Note: The 'To be assigned' total (cell C23) will decrease as you add items to each cost category table. This value should be zero, and the cell will turn green, when all cost items have been added.

Other government funding details

Cell D42 will automatically calculate the funding being provided by other government, as entered in the Activity worksheets. You must assign that cash starting in row 45. If you don't have any other government funding, leave this section blank.

- Enter the name of the funding donor.
- Enter the amount of the confirmed funding
- In the description field, provide any limitations on the funding (such as, the donor has specified that it be applied to a specific cost item). If there are no limitations to the funding, you can leave these fields blank.

As a final step, review the budget summary tab and ensure than the information accurately reflects the information entered in the earlier tabs.

Step Four: Budget Summary Worksheet (tab 6)

This worksheet is automatically populated by the information you provided in any of the 4 Activity worksheets. If the totals don't align with your requested funding or your cost-share, please review your individual activity worksheets for accuracy.

If you're not already logged into the portal, please log in now and navigate to the Activities section from the Application summary.

Application Form: Activities

Now that you have completed the Detailed Project Budget, it's time to complete the Activities section of your application in the online portal.

Click on the "+ Activity" button

Activity title

Copy title from the Food Production worksheet of your Detailed Project Budget and paste it into this field.

Activity start date

Input start date for each activity.

Activity end date

Input end date for each activity

Activity theme

Select the theme that matches the name of the worksheet you are entering (cell B6).

Activity description

Completion of this section is not required. Please leave blank.

Deliverables

Completion of this section is not required. Please leave blank.

Activity costs

The costing in columns K to N of each activity from the Detailed Project Budget will also need to be copied into the activities section of the online application form.

Copy the AAFC requested amount, as found in cell K6 from the activity worksheet of your Detailed Project Budget, and paste it into the 2024-2025 fiscal year.

Note: Although we recognize that some of your activities may fall into the 2025-2026 fiscal year, we require all costs to be shown in the 2024-2025 fiscal year for internal planning purposes.

If applicable, continue to copy and paste the amounts in cells K21, K25, K29 accordingly.

Once you enter all your information, click on the save and continue button.

Repeat these steps for any of the activity worksheets you completed in your Detailed Project Budget.

Once you've entered all the activities, they'll be available on the Activities main page in the Summary of activities.

Confirm all activities have been added for this project

After you list all of the project activities, you must click on "I confirm" before you can move to the next section of the application.

Eligible cost items

This section details eligible cost items and limitations under this program. Use the following information to complete your budget.

AAFC will only fund project-related costs that are pertinent, reasonable and essential to accomplish the objectives of an eligible activity.

Eligible costs are infrastructure/equipment that are purchased, constructed, developed or otherwise acquired and:

- are an essential part of the project activities
- are not intended for resale in the ordinary course of operations
- the cost of which are considered to include the purchase price plus other acquisition costs, such as installation costs, freight charges, shipping costs, and duties
- have a useful life for at least 2 years after the project completion date
- are for project-related deliverables, such as:
    - contracted installation (only eligible for LFIF-funded equipment)
    - freight and duty charges
    - one-time initial training for operation of a specialized piece of equipment funded under the project
    - shipping
    - site preparation

Food production related eligible costs may include, but are not limited to:
- Beekeeping equipment
- Community gardens
- Food forests
- Garden boxes/beds/tools
- Greenhouses

- Hunting, fishing equipment (may include all-terrain vehicles, snowmobiles and boats.)
  - **Hunting equipment doesn't include:**
    - Firearms and ammunition
    - archery equipment (including bows, crossbows, arrows, and bolts)
    - hunting slingshots and shot ammunition
    - spearguns and speargun spears
- Irrigation systems, wells, solar panels, composting systems
- Seeds, soil, compost (initial year only)
- Tractors and other heavy farm equipment
- Vertical and/or hydroponic gardens

Transformation, processing, preparation of food eligible costs may include, but are not limited to:
- BBQs, charbroilers, smokers
- Canning equipment
- Conveyor belt
- Cookware
- Food processing equipment
- Large and small kitchen appliances
- Receiving bay, loading dock
- Slaughter/butchering equipment
- Vacuum sealers

Refrigeration and storage of food eligible costs may include, but are not limited to:
- Refrigerators, freezers, walk-in cooler/freezer
- Root cellar
- Refrigerated or insulated shipping containers
- Shelving, storage containers/bins

Transportation and distribution/consumption of food eligible costs may include, but are not limited to:
- Basic tableware
- Cargo van, refrigerated vehicle (eligible vehicles can be electric and can include related infrastructure)
- Tables, chairs for community meals
- Trailers, refrigerated or non-refrigerated

Ineligible cost items

The following general cost items are ineligible:
- Perishable and non-perishable food
- Administration costs
- Computer and software equipment
- Contingency costs

- Costs associated with ongoing operations (for example, labour, staff, rent, insurance, utilities)
- Costs related to marketing activities and business promotion
- Gift cards
- Honorariums, salaries
- Lease of equipment or vehicles
- Major construction costs
- Purchase or lease of land or buildings
- Signage
- Taxes (federal and provincial)
- Warranty fees (for extended warranty, vehicles)

Food production related ineligible costs may include, but are not limited to:
- Aquaponics and Aquaculture Equipment
- Generators
- HVAC systems
- Livestock
- Safety equipment
- Seeds and soil/compost for pursuant years (after first year)
- Water hook-up (from the city/municipal water source)

Transformation, processing, preparation of food ineligible costs may include, but are not limited to:
- Consumables such as hair nets, jars, lids, vacuum seal bags, takeaway containers, personal protective equipment
- Deep fryers, donut maker
- Gourmet coffee makers
- Hand sinks

Refrigeration and storage of food ineligible costs may include, but are not limited to:
- Any storage of non-food items
- Storage shed

Transportation and distribution/consumption of food ineligible costs may include, but are not limited to:
- Food trucks
- Passenger vehicles (for example, pick-up trucks/minivans)

Quotes

A quote from an official third-party supplier must be submitted for every cost item of more than $5,000. These quotes or estimates **must**:

- provide an itemized breakdown for each cost item and/or service

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- be issued between April 1, 2024, and the date your application is submitted

- be from an official vendor (for example, non-commercial vendors like Kijiji and Auto-trader are not eligible)

- be on company letterhead or be a screenshot of an online shopping cart with the date, company and URL clearly identified, or, if a quote is issued by email, it must clearly identify the business name via the email address, electronic signature or imbedded logo

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Notes

Purchase orders or invoices are not considered as a quote, since costs incurred before the application deemed complete date are ineligible.

Quotes that do not comply will not be considered, and eligible project costs will be adjusted accordingly.

Project timeline considerations

Supply Chain Management
- If your project is approved, it's your responsibility to make sure any infrastructure/equipment funded as part of this application is in stock and can easily be ordered and received within the project timelines. This should also include any contractors/tradesperson required for the installation of the funded equipment.

Permits
- If your project is approved, it's your responsibility to get any permits and licenses required to complete your project within the project timelines. These may include speciality driver's licenses, building permits, etc.

5. Funding sources

Complete this section after entering all project activities. The Project funding table is pre-populated based on information submitted in Section 4 - Activities.

Applicant funding details
This section should match the Funding Sources tab of your Detailed Project Budget.

If your organization provided funding in cell C17 of your Detailed Project Budget, click on the "+Add funding details" button.

Name: Enter your organizations legal name
Status: Please select 'confirmed'. All project funding must be confirmed and must have an adjoining letter of financial support as part of your application.

Amount (cash): Copy the amount from cell C17 of Funding Sources tab of your Detailed Project Budget and paste it in this field.

Description: Completion of this section is not required. Please leave blank.

Industry or partner funding details

If you have industry or partner funding starting in cell C26 of your Detailed Project Budget, click on the "+Add funding details" button.

Name: Enter the name of the funding source

Status: Please select 'confirmed'. All project funding must be confirmed and must have an adjoining letter of financial support as part of your application.

Amount (cash): Copy the amount starting from cell C26 of the Funding Sources tab of your Detailed Project Budget and paste it in this field.

Description: Completion of this section is not required. Please leave blank.

Repeat the funding details for each source of industry and/or partner funding.

Other government funding details

If you have funding from other government sources starting in cell C45 of your Detailed Project Budget, click on the "+Add funding details" button.

Name: Enter the name of the funding source

Status: Please select 'confirmed'. All project funding must be confirmed and must have an adjoining letter of financial support as part of your application.

Amount (cash): Copy the amount starting from cell C45 of the Funding Sources tab of your Detailed Project Budget and paste it in this field.

Type: Select the level of other government funding (Provincial or Territorial; Other Federal Government and/or Municipal)

Description: Completion of this section is not required. Please leave blank.

Repeat the funding details for each source of other government funding.

6. Budget summary

Review all information in this section. The budget summary is calculated from the addition of all activities, and you must return to the Activities section to make any changes.

Reminder: The amounts in the **Detailed Project Budget document** must match the information presented in this section.

7. Documents

Along with to the application form, you must submit the following documents as required:

1) Required: Certificate of Incorporation or Articles of Incorporation or Letters Patent

A copy of the Certificate of Incorporation or Articles of Incorporation or Letters Patent issued and filed, respectively, by or with provincial, territorial or federal government, documenting your organization's status as a legal entity, for at least 2 years prior to the application submission date. If your organization has amended the legal name or amalgamated since the initial registration, please also attach the amendment document(s). You must establish the chain of re-naming.

Exception: A Certificate of Incorporation or Articles of Incorporation is not required for First Nations Communities/Governments, Tribal Councils, or Municipal Administrations.

Additional options for other Indigenous Communities/Governments applicants:

Your organization may attach one of these documents if you don't have a Certificate of Incorporation or Articles of Incorporation:
- Director's Resolution
- self-government agreement or modern treaty agreement
- legal document stating that your organization is a legal entity

2) If applicable: Band Council Resolution required only for First Nations Communities/Governments

Each First Nations community/government **must** provide a resolution document for each application submitted to the program.

3) Required: Detailed Project Budget

The budget breakdown for each activity is required on the AAFC-provided Excel spreadsheet.

4) Required: Table of Metrics

The baseline data and expected results are required on the AAFC-provided PDF document. If your project is approved for funding, you will need to validate the data used in this document as part of your project performance requirements.

5) If applicable: Letter(s) of financial support are required only if requested funding is less than total project costs

If your requested funding from AAFC is less than the total cost of the project, a letter, or letters of financial support is required to demonstrate that you have secured funding to cover the remaining costs.

If your organization will fund the cost-share requirement internally, a letter of financial support must be provided to show that you have secured funding to cover your share of the costs.

Letter(s) of financial support must include the following information provided by each financial contributor:
- The letter of financial support must be drafted on official letterhead from the financial contributor
- A brief explanation of the relationship with you
- The dollar amount (in Canadian dollars) that the financial contributor is committing to contribute to the project
- Signed by an authorized representative

Examples when letters of financial support are required:

- If your total project costs are $110,000, and you have requested the maximum LFIF funding of $100,000, you need to provide a letter/letters of financial support demonstrating that you will be able cover the remaining $10,000.

- If your total project costs are $70,000, and you have requested LFIF funding of $50,000, you need to provide a letter/letters of financial support demonstrating that you have secured funding for the remaining portion of $20,000.

6) If applicable: Letter of Permission/Landlord required only if applicants don't own the property

If your organization doesn't own the land and/or building on which the requested infrastructure/equipment are installed, a letter (not the lease) from the owner of the building/property indicating the permission to carry out this project is required.

The permission letter must include the following information:

- The project address and explicit permission to carry out the project (including any installation of requested infrastructure/equipment) and the duration of the lease. If not leased or owned, provide proof of long-term commitment for use of the land/space.
- If the infrastructure/equipment is being installed in multiple locations, you must provide permission letters from each owner.
- If your project has more than one project location, a letter is required for each of the project locations if your organization does not own the property.

7) Required: Quotes for cost items of more than $5,000

A quote from an official third-party supplier must be submitted for every cost item of more than $5,000. These quotes or estimates **must**:

- provide an itemized breakdown for each cost item and/or service
- be issued between April 1, 2024, and the date your application is submitted
- be from an official vendor (for example, non-commercial vendors like Kijiji and Auto-trader are not eligible)
- be on company letterhead or be a screenshot of an online shopping cart with the date, company and URL clearly identified, or, if a quote is issued by email, it must clearly identify the business name via the email address, electronic signature or imbedded logo

8. Contacts

Primary contact

Enter the contact information of the person in your organization who is responsible for responding to inquiries about this application.

First name and Last name

Provide the name of the person in your organization who will be AAFC's primary contact about this application.

Email address

Provide the email of the primary contact. Please note AAFC will use this information to communicate with your organization about the application.

Language of correspondence

Provide the preferred language, English or French, of the primary contact for written and verbal communication.

Position title

Provide the position title of the primary contact. For example, Business Owner, President, Executive Director.

Phone numbers and Fax number

Provide the telephone number(s) of the primary contact. If applicable, provide a fax number. AAFC will use this information to communicate with your organization about the application.

Project contact

If your project is approved for funding, this is the person who will discuss your project with AAFC. This person can be the same as the Primary contact.

Indicate if you're the project contact or if you need to enter a new contact. If entering a new contact enter the following (first name and last name, email address):

First name and Last name

Provide the name of the person in your organization who will be AAFC's project contact for this application.

Email address

Provide the email of the project contact. Please note AAFC will use this information to communicate with your organization about the application.

You'll also need to enter the following information (language of correspondence, position title and phone and fax numbers) if you're the project contact or if you enter a new contact.

Language of correspondence

Provide the preferred language, English or French, of the project contact for written and verbal communication.

Position title

Provide the position title of the project contact. For example, Business Owner, President, Executive Director.

Phone numbers and Fax number

Provide the telephone number(s) of the project contact. If applicable, provide a fax number. AAFC will use this information to communicate with your organization about the project.

9. Declarations

Read and complete the declarations.

10. Review and submit

Privacy notice statement
Read and confirm the statements.

Lobbying activities
Read and confirm that the organization and any person lobbying on its behalf is in compliance with the Lobbying Act.

Conflicts of Interest
Read and confirm the statement.

Before you submit your Project Application form
Read and confirm the statements.

After you complete your application form and include the additional documents, please submit your application.

If you need help to complete and submit the application form, please contact the AAFC Contact Centre.

Step 6. After you apply

1. We'll send you an acknowledgement notice

Your application is considered submitted once you receive the acknowledgement notice.

Please be advised that even if a project meets all eligibility criteria, the submission of an application creates no obligation on the part of the Minister or of Agriculture and Agri-Food Canada officials to provide funding for the proposed project. The Minister retains discretion to determine, based on other public policy and public interest considerations, whether an application that meets the criteria identified in the guide will ultimately receive funding.

2. We'll verify your application

We'll verify that all required forms and declarations have been completed accurately, and there is sufficient detail in the application for a full assessment.

If your application is incomplete, we'll contact you for the required information. Missing or incorrect information could result in a processing delay or your application being withdrawn.

3. We'll assess your application

We'll assess your application based on its merit and the extent to which it meets our program criteria.

- **If deemed complete**, we'll notify you
- **If deemed incomplete**, we'll place your application on hold and send you a notice to ask you for more detailed information

At any point after you apply, we may contact you for more information. If you don't provide the information requested, we may not be able to consider your application further.

Service standards for assessments only begin once the application is deemed to be complete.

4. We'll notify you of a decision

Once the assessment process is complete, an approval or a rejection notification will be sent.

For approved projects, the notification will specify the level of funding awarded and outline any other conditions that may apply. A program representative will reach out to

begin the funding agreement process. The funding agreement must be signed to receive funding.

Note: even if an approval is granted, AAFC does not have the authority to reimburse recipients for costs incurred until a funding agreement is signed.

5. You can track the status of your application

[Access your program information](#) to track the status of your application.

6. Reports you must provide

If you're approved for funding, you must report on performance and results. The performance report will track progress against performance measures outlined in the funding agreement as follows:

Performance measures are subject to changes at the discretion of the Minister.

Degree to which you've increased your capacity to deliver community food security programs as a result of the project.[12]

- You'll be asked to provide an assessment on a numeric scale of the level of change regarding its capacity to provide community food security programs.

Percentage change in Recipient's capacity to provide healthy and nutritious food.

- You'll be asked to quantify some elements of capacity (for example, number of programs and services offered) both before and after the project.

Degree to which improved availability and access to nutritious and culturally appropriate food has increased in communities as a result of the project.

- You'll be asked to provide an assessment on a numeric scale of the level of change regarding the availability and accessibility of nutritious and culturally appropriate food in the targeted community(ies).

Percentage change in the quantity and value of food produced/distributed by program recipients.

- You'll be asked to report on the quantities of food that you produce or distribute to your clientele, both before and after the project.

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[12] Increased capacity is defined as improved level of service, increased service efficiency, expanded / scale-up of services, increased number of service offerings, increased number of partnerships, etc.

Perceived change in the degree to which the project participants perceive access to nutritious and culturally appropriate food in the communities served by the Recipient as a result of the project.

- Your perception of how the project has helped decrease the level of food insecurity in the communities served. You'll be asked to provide an assessment on a numeric scale to support this, in addition to qualitative information.

- You may be required to administer a survey of your project's ultimate beneficiaries. A survey template will be provided by the Minister.

Other reports may be required at AAFC's discretion.

7. Service standards

Our goal is to:

- respond to general inquiries made to our phone number or email address before the end of the next business day

- acknowledge receipt of your application within one business day

- assess your application and send you an approval or a rejection notification letter within 100 business days of receiving a complete application package

Contact information

If you experience difficulty with your online account or need help with your application, please contact the Agriculture and Agri-Food Canada's Contact Centre.

Hours of operation
8 am to 5 pm Central Time, Monday to Friday

For your protection: the Contact Centre may require information to confirm your identity.
Toll-free number: 1-877-246-4682
TDD/TTY: 613-773-2600

For more information on the Local Food Infrastructure Fund, please contact us at
aafc.foodprograms-programmesalimentaires.aac@agr.gc.ca.

If you are an Indigenous applicant, you can contact the Indigenous Pathfinder Service for additional support by email at aafc.indigenouspathfinder-explorateurautochtone.aac@agr.gc.ca or telephone: 1-866-367-8506.